

# PAYMENTS

## General Information

B.5.a

### Description

Payments can be requested if the following criteria are met:

- The grant or grant amendment has been approved and fully executed, and
- The Governor's Budget for the fiscal year has been signed.

### Payment Types

There are four types of payments that can be submitted by the grantee.

#### 1. Initial Allotment

- An Initial Allotment of up to twenty-five percent (25%) of the yearly grant amount can be requested at the beginning of each fiscal year,
- The prior year advance payment issued by the funding program under this agreement, if any, had been fully liquidated or repaid in full. At no time may the sum total of any advance payment exceed twenty-five percent (25%) of the total annual agreement amount, and
- See Payments – Initial Allotment for additional information (B.5.b).

#### 2. Quarterly Invoices

- Invoices for actual expenditures will be submitted each quarter of the fiscal year, and
- See Payments – Invoices for additional information (B.5.d).

#### 3. Supplemental Invoices

- One supplemental invoice will be submitted each fiscal year after all four quarterly invoices are submitted.
- See Payments – Supplemental Invoices for additional information (B.5.e).

#### 4. Final Fiscal Year Invoice

- Close-out Fiscal Year
  - a. A final undisputed invoice to close out each Fiscal Year will be submitted for payment.
- Expiration of Grant Term
  - a. A final undisputed invoice will be submitted at expiration of grant term.
  - b. A Contractor's Release Form must be included.
- See Payments – Final Invoice for additional information (B.5.f.).